

AUDIOVISUAL SERVICES

Shelton State Community College

Library Information 12/96

CHANGES IN SERVICES

THERE IS NOTHING STABLE IN THE WORLD; uproar's your only music (John Keats).

This being the case, we have a symphony for your listening pleasure! Because of the decision to schedule the majority of day and evening classes on the new campus next semester, we have determined that we must establish a temporary AV office on the New Campus in January 1997.

Effective January 8, the main AV office will be located on the New Campus in Room 2154. Jean Epps will move with that office, which will house most of the AV equipment and materials used for instruction.

We will continue to staff the AV Office on the Skyland Campus with temporary student assistants. We hope that this will send the experienced staff to where they are needed most, leaving less experienced staff with a network of other support personnel for back-up situations.

Skyland AV Office Hours

Mon.--Fri. 7:30 am--1:00pm
5:00 pm--9:00pm

Please note the following changes in AV services.

1. All AV equipment and materials not currently housed in the classroom or shop must be scheduled at least 48 hours in advance. **All AV scheduling is handled by Jean Epps at extension 2970.**

2. Drop-in scheduling is not possible at this time.

3. Off-campus circulation, previews, dubbing/tape duplication, printouts of the AV catalog will be handled on the New Campus.

4. AV reserves (but not print reserves) and student viewing (on a limited basis) will be handled on the New Campus.

5. Students may request tape duplication for Spanish lessons at either campus, with a 48 hour turnaround period for pick-up.

6. Videocameras will be available on each campus for use in speech classes.

New Campus AV Office Hours

Mon.--Thurs. 7:30 am--9:00pm
Friday 7:30 am--5:00pm

7. A shuttle will run every Monday, Wednesday, and Friday between 3:00 and 5:00 p.m. to transfer equipment and materials

8. Faculty members may pick up and transfer their own AV equipment and materials between campuses BUT MUST FIRST sign out for them if they do so.

HOWEVER, all items picked up in this manner must be returned by the faculty member to the campus on which the items were originally housed within a 48 hour period.

9. Some items will be assigned to specific departments or offices on a semester-by-semester basis (as agreed upon between Division Chair and AV Office).

10. AV equipment and materials will be DELIVERED on the new campus if at all possible if they are scheduled through the AV Office.

11. Laptop check-out will be at the Skyland Campus only.

We regret the restrictive nature of some of these changes but feel that these measures offer the best solutions to the current situation. Thanks for your patience and cooperation.

Remember that all AV equipment assigned to individual instructors must be supervised or stored in locked rooms and/or closets at all times. This is the instructor's responsibility.

*Debbie
Grimmer*

